



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FATALITY FILE ANALYST	31	B	7.644

DEFINITION OF CLASS:

Under general supervision, the Facility File Analyst analyzes and codes fatal traffic accident data in conformance with the Federal Fatal Accident Reporting System's guidelines.

DISTINGUISHING CHARACTERISTICS:

This is a single position class. It is not part of a series. An incumbent reports to the Highway Safety Coordinator.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Receives and analyzes preliminary reports of fatal accidents to determine if they qualify for record in the Federal Fatal Accident Reporting System (FARS).

Creates a file for and records all FARS cases on spreadsheet in order to systemically categorize information. Maintain files of cases according to program regulations.

Gathers information pertinent to the accident in order to properly code the case by interviewing the investigating officer and witnesses and obtaining and reviewing various documentation such as police accident reports, medical examiner's report, driver's licensing files, etc.

Verifies the accuracy of all data and codes the data onto standard forms and into the automated system according to system manual guidelines.

Compiles statistical information and prepares required reports, charts, graphs and tables to be presented to the media, the National Safety Council and other government agencies. Interprets information contained in the report upon request.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of Federal and State laws, rules, regulations and policies as they apply to determining and interpreting a FARS case.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of the principles of data collection, analysis and evaluation.

Skill in operating a computer terminal sufficient to input and retrieve information. Skill in written English in order to compose routine business correspondence and reports. Skill in mathematical computation sufficient to calculate ratios, rates and percentages.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or equivalent education and three years of previous experience within a program area involving investigation and analysis of data and ability to configure data into established format(s); OR

II

An equivalent combination of education and experience.

CONDITION OF EMPLOYMENT:

Annual attendance and successful completion of a National Highway Traffic Safety Administration course on the coding of fatal accidents.

LICENSE:

Requires a valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.644</u>
REVISED:	05/18/78
	07/01/93P
	09/24/92PC